

Career Accelerator Fund (CAF) Budget Worksheet

The following guidelines detail what can and cannot be included in your budget worksheet.

Please know that if you receive a CAF award you will need to submit receipts for the various expenses you incur during the internship. That documentation will need to be submitted after your internship concludes. You'll want to refer to these guidelines at the start of your internship so that you can plan ahead for organizing the receipts and other payment records to submit to Career Success.

| Budget Category | Allowable Expense | Non-allowable Expense | Possibly Allowable Expense** | Acceptable Type of Receipt; Other Required Documents |
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| Transportation to Move to Internship Site | <ul style="list-style-type: none"> Flight; standard coach seat Luggage fees Bus/Train fare Car or truck rental fees Gas | <ul style="list-style-type: none"> Early boarding or flight upgrades; in-flight WiFi or phone calls Purchase of a vehicle Repairs to a vehicle prior to move (e.g., oil change, new tires) Insurance for rental vehicles, air travel, or personal vehicle | | Itemized receipt with transaction date and vendor information. |
| Other Moving Expenses | <ul style="list-style-type: none"> Moving boxes Furniture dolly rentals | <ul style="list-style-type: none"> Pet sitting fees Relocation consultant fees Apartment finder fees | <ul style="list-style-type: none"> Fees charged by a moving service | Itemized receipt with transaction date and vendor information. |
| Housing Costs – Leased or Subleased | <ul style="list-style-type: none"> Rent Utilities | <ul style="list-style-type: none"> Security deposit Pet fees or deposit Furniture purchases | | <ul style="list-style-type: none"> Copy of lease showing weekly or monthly rent amount as well as total rent amount. If not subleasing through a landlord, you must obtain a copy of the original lease from the person from whom you are subletting. |
| Housing Costs – Non-Lease Arrangement | <ul style="list-style-type: none"> Extended Stay Hotel Airbnb | <ul style="list-style-type: none"> Room service Laundry service | <ul style="list-style-type: none"> Staying with family or friends; maximum reimbursement of \$250 month. Host must provide a letter or email indicating duration of your stay and amount they charged. | Itemized receipt with transaction date and vendor information. |
| Food Costs | <ul style="list-style-type: none"> Groceries, dining out | <ul style="list-style-type: none"> Alcohol Food purchased for others | <ul style="list-style-type: none"> Grub Hub and other food delivery fees | Itemized receipt with transaction date and vendor information. |

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| | | <ul style="list-style-type: none"> Pots, pans, or other food prep items | | |
| Apparel Required by the Internship Site | <ul style="list-style-type: none"> Professional attire Lab coat Safety gear | <ul style="list-style-type: none"> Laundry service, dry-cleaning | | <ol style="list-style-type: none"> Copy of communication from internship site describing the apparel requirement. Itemized receipt with transaction date and vendor information. |
| Commuting Costs to and from the Internship Site | <ul style="list-style-type: none"> Parking pass at internship site (non-refundable) Public transportation fare cards (non-refundable) Bicycle or scooter rentals (weekly or monthly rental contracts) | <ul style="list-style-type: none"> Limousine services Deposit fees for bicycle or scooter rentals | <ul style="list-style-type: none"> Uber; cab fare (must be within reason – cannot take a cab to work on a daily basis) Meter fees at internship site Gas reimbursement | <ol style="list-style-type: none"> Itemized receipt with transaction date and vendor information. Copy of credit card statement with rental fees circled. Copy of credit card statement with meter fees circled. For gas reimbursement, screenshots of the trip route with the starting and ending location |
| Other Expenses | <ul style="list-style-type: none"> Passport (purchase or renewal) Required Immunizations Country entry/exit fees | <ul style="list-style-type: none"> New cell phone or phone plans Tuition for internship courses | <ul style="list-style-type: none"> Art supplies Computer software | <ul style="list-style-type: none"> Copy of communication from internship site describing the purchase requirement. Itemized receipt with transaction date and vendor information. |

** Will be evaluated on a case-by-case basis.